



KOTO is a not-for-profit social enterprise that empowers at-risk and disadvantaged youth in Vietnam through its holistic training program.

Mission Statement

To empower at-risk youth to pursue lives of dignity by providing life-skills, training and opportunity.

Vision Statement

As a social enterprise we strive to provide positive permanent change for at-risk and disadvantaged youth through the transformative power of social enterprise.

Value Statement

We perform always to the highest of standards for all our customers and we do this to the best of our ability and respectfully.

Respect - Performance - Customer Centric

Position Title:**Bakery Staff****Reporting Structure**

This position reports directly to the Bakery Head/Enterprise Director

Key Working Relations

Internal: Trainees, Trainers, all KOTO staff and volunteers.

External: Customers, Service providers, and Community service partners.

Position Statement

KOTO Bakery Staff are responsible for preparing pastry orders, deserts for the restaurant and products for catering functions. Bakery Staff work according to KOTO standards in order to maintain customer satisfaction, quality, safety and hygiene whilst providing a pleasant working and learning environment for the KOTO trainees.

Key result areas:

- Prepare delicious baked goods according to recipes and menu, making baked goods that will delight our customers with their taste and timely delivery.
- Do follow the instructions of head bakery and KOTO standard.
- Maintain standards for safe food handling, cleanliness and safety
- Guide, coach and review trainee activities when they practice at restaurant row
- Promoting good image KOTO, KOTO goal, vision, mission to customers and trainees

KOTO FOUNDATION

Training Centre

11/670 Ha Huy Tap Street (Dinh Xuyen), Yen Vien, Gia Lam, Hanoi

Tel: +84 4 3718 4573

<http://www.koto.com.au>

KOTO ENTERPRISE

KOTO Villa

22G, 31/46 Xuan Dieu, Tay Ho, Ha Noi

Tel: +84 4 3747 0337

Email: customerservice@koto.com.au

Specific tasks:

- Set up workstations with all needed ingredients and cooking equipment
- Mixing, preparing and baking bread and pastries.
- Ensuring all baked goods are completed on time for opening.
- Arranging the display case in an appealing manner.
- Ensure all food and other items are stored properly and LABELED
- Receive and verify food when those arrive, then store it properly
- Monitor stock and communicate shortages on time to place orders effectively to head chef
- Keep a sanitized and orderly environment in the kitchen
- Monitoring, guide and let trainees have chance to practice

Self:

- Managing self to maximise results.
- Attend and contribute to all meetings and KOTO events.
- Ensure a positive attitude is maintained even when under pressure
- Ensure own Training and Development needs are identified and utilise available resources for professional and self-development

Values & Ethos: To operate upholding the KOTO values to ensure a working environment that is safe, encouraging and inspiring to all trainees and staff. To ensure trainee and staff welfare is at the heart of every action and decision.

- Demonstrate commitment to KOTO values in all tasks and activities.
- Reflect and promote the KOTO style of professionalism and spirit both internally and externally.
- Actively support the organisation's core values and culture.
- Be aware of own responsibility for Health & Safety as well as the organisation's.

Key requirements:

- Ability to read and follow recipes
- Baking, cooking and measuring
- Being creative and artistic
- Using machines and equipment
- Ability creating new and exciting baked goods

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- Team spirit
- Flexibility to work in shifts and willing to take initiative
- Sensitivity to and respect for cultural differences; understanding and awareness of diversity in the workplace.

Please read Staff Handbook for full conditions of employment and code of conduct.

Interested candidates are invited to send their CV to recruitment@koto.com.au

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